

**CONFIDENTIAL**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160061-3

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REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.)  Status of Funds					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY <input checked="" type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED  2		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly			6. DISTRIBUTION (No. of components not number of copies)  1		
7. FORMAT (memorandum, form computer print-out, etc)  Chart		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT  Per DD/Pers Instruction		
10. PREPARING COMPONENT (include lowest level contributing information to report)  OP/B&F				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Expense Obligation Summary Report/Machine Run Schedule of Encumbrances/Machine Run			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-11	6.30		1		6.30		12 75.60
GS-06	3.51		1/4		.88		12 10.53
GS-14	10.39		1/12		.87		12 10.39
GS-16	14.04		1/12		1.17		12 14.04
GS-17	16.74		1/12		1.40		12 16.74
GS-18	17.07		1/12		1.42		12 17.07
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$144.37 37.68	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.   This report is a basic report used by OP Management to analyze the status of OP funds.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS  STAT	
16. DATE OF INVENTORY  9 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160061-3 Assistant Executive Officer, OP					18. EXTENSION  

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